

City of Fort Worth, Texas Job Description

Classification Title	Latent Print Technician		
Job Code:	PS5090	Job Family:	Public Safety
Pay Grade	507	Date Reviewed:	06/26/15
FLSA Status	Nonexempt	Date Revised:	02/12/18

GENERAL SUMMARY

Performs latent fingerprint entry into the Automated Fingerprint Information System (AFIS) under the direct supervision of assigned management within the Forensics Division. Develops latent prints for comparison with known suspects or for entry into AFIS.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Evaluates and processes items for the presence of pattern and impression evidence (e.g. latent fingerprints, palm prints and footprints) utilizing various forensic equipment and methods, including but not limited to visual examination, specialized lighting tools and techniques, lasers or other specific wavelengths such as infrared and ultraviolet, and chemical reagents.
2. Applies scientific principles during the examination and evaluation of pattern and impression evidence (e.g. latent fingerprints, palm prints and footprints) to determine suitability for comparison and/or entry and search in various automated systems.
3. Encodes, encrypts, enters and searches unknown fingerprints and/or palm prints into various Automated Fingerprint Identification Systems (AFIX Tracker, AFIS, NGI); retrieves and compares a list of at least twenty (20) candidates for each print that is encoded and searched through each AFIS database.
4. Uses necessary precautions in evidence handling to ensure evidence is not contaminated. Documents chain of evidence custody on evidence envelope.
5. Interacts with law enforcement agencies and official, police investigators and the District Attorney's office regarding latent print identification.
6. Performs other duties as required.
7. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of fingerprint science.
 - Methods and techniques in latent print examination, identification and interpretation.
 - Operational characteristics of AFIS.
 - Methods and techniques of latent print processing.
 - Principles and procedures used to offer expert testimony in court.
 - Statutes pertaining to fingerprint examination.
 - Principles and procedures of record keeping.
 - Pertinent Federal, State, and local laws, codes and regulations.
- **Skill in:**
 - Prioritization.
 - Organize and schedule.
 - Operate assigned equipment.
- **Ability to:**
 - Examine latent fingerprints and interpret results.
 - Use and operate photographic fingerprint equipment.
 - Encode latent prints into the Automated Fingerprint Identification System.
 - Process physical evidence for latent fingerprints.
 - Maintain a variety of latent prints, fingerprints, and court exemplars.
 - Provide expert testimony on latent print examinations.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM JOB REQUIREMENTS

High school diploma/GED and no experience

OTHER REQUIREMENTS

Ability to obtain a valid Texas Driver's license.

Provide a buccal DNA sample after the date of hire.

Ability to comply with all Texas Forensic Science Commission requirements.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts,

poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.